

CITY OF MEDICAL LAKE
City Council Regular Meeting

6:30 PM
July 15, 2025

MINUTES

Council Chambers
124 S. Lefevre Street

NOTE: This is not a verbatim transcript. Minutes contain only a summary of the discussion. A recording of the meeting is on file and available from City Hall.

COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT

Councilmembers

Keli Shaffer
Lance Speirs
Ted Olson
Tony Harbolt

Administration & Staff

Terri Cooper, Mayor
Koss Ronholt, Finance Director
Thomas Rohrer, Legal Counsel (via Zoom)
Steve Cooper, WWTP
Scott Duncan, Public Works Director
Roxanne Wright, Administrative Clerk

REGULAR SESSION – 6:30 PM

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

- A. Mayor Cooper called the meeting to order at 6:30 pm, led the Pledge of Allegiance, announced that due to internet issues, this meeting might not be recorded in its entirety. Conducted roll call, noting that Councilmember Pritchard was not yet present. Councilmember Maxwell submitted a request for absence due to a death in his family. Motion to approve absence made by Councilmember Shaffer, seconded by Councilmember Harbolt, carried 4-0. Councilmember Kennedy also submitted a request for absence due to a death in his family (he checked in briefly on Zoom but did not participate in the meeting). Motion to approve absence made by Councilmember Olson, seconded by Councilmember Speirs, carried 4-0.

**after the meeting, it was discovered that Mr. Pritchard had submitted a request on July 1, 2025, for absence from the July 15, 2025, meeting. However, the form was inadvertently overlooked, and the absence was not voted on at that meeting. A retroactive vote was taken at the August 5, 2025, meeting approving Councilmember Pritchard's absence.*

2. AGENDA APPROVAL

- A. Motion to approve made by Councilmember Speirs, seconded by Councilmember Harbolt, carried 4-0.

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- A. Mayor Cooper acknowledged receipt of email comments regarding proposed amendments to the Critical Areas Ordinances from Tammy Roberson, resident of Medical Lake. All council received a

copy. The full comments are part of the official record on file at City Hall and can be requested in person or by sending an e-mail to records@medical-lake.org

4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS

A. Recognition of 6th District Legislators

- i. Mayor Cooper stated that this was an error and should not have been part of the agenda. Will be part of a future meeting. Motion to strike from the agenda made by Councilmember Harbolt, seconded by Councilmember Speirs, carried 4-0.

5. REPORTS

A. Public Safety

- i. FD3 Chief Rohrbach – busy with fire season. Fire danger moved to very high, all conditions in place for challenging season. Currently several larger fires in the region.
- ii. Undersheriff Lundgren SCSO – seeing encouraging trends agency wide. Currently have eight vacancies department-wide. Areas of concern – simple assault, shoplifting, vehicle theft. Looking good locally. In the first quarter, responded to 467 calls with 94 at state facilities.

At this point in the meeting (6:43 pm) internet and Zoom went down again. Mayor Cooper announced that recording will not be able to continue and that the public record will be the minutes from this meeting.

B. Committee Reports/Council Comments

- i. Councilmember Shaffer – Finance Committee met and reviewed claims, all good. Performance summary on grant will be given by Mr. Ronholt later in the meeting.
- ii. Councilmember Speirs – attended meet and greet for the STA CEO candidate, Karl Otterstrom. Will be attending an APTA (American Public Transportation Association) meeting for board members in Kansas City.
- iii. Councilmember Olson – General Government Committee – Complete Streets update; light base covers on backorder, striping on delay for WSDOT review. Lake street ADA upgrades underway. Street maintenance, city crews repairing potholes. Well levels normal. Lefevre St. project 97% complete. Bluewaters Bluegrass Festival preparation is underway. WWTP has many projects continuing. Safety committee – speed trailers being charged and will be moved to Lake St. hill by Silver Lake. Tracking wells due to hot dry weather. Parks department completed tree trimming by WWTP plant for fire mitigation.
- iv. Councilmember Harbolt – no report.

C. Mayor Cooper – very busy, lots of community engagement. City Administrator on a much-deserved vacation.

D. City Administrator & City Staff

- i. Koss Ronholt, Finance Director – SOS Grant Summary Report
 1. Records room reorganization project completed. Utilized two part-time staff, one is now full-time. Reviewed pictures on page five of packet. Room is now much more efficient. Utilizing state archive boxes provides a significant improvement. Able to put it into practice for shred day and the process was much easier. Only went over budget by \$62 due to the project requiring more labor than expected. Completed ahead of schedule as well. Will apply for the digital archive grant next year.
 2. Successfully applied for next round of SCLGP funds. \$11,500 to train staff on cyber security and threat detection in place.

6. WORKSHOPS

A. Social Media and Website Archiving Software

- i. Updated council on findings from demos of four software companies. Two (Sprout and Social Newsdesk) did not offer website archival services. Civicplus and Pagefreezer were the other two options. Mr. Ronholt feels that Pagefreezer is the best choice. Their website archiving utilizes website crawling technology which provides the archive in its complete state. Civicplus utilizes screen shots to archive websites based on sitemap data. Capturing metadata is the recommended process for archiving which Pagefreezer offers but CivicPlus does not. Reviewed these two options side by side.
- ii. Mayor excited about this, agreed that metadata must be included in the archive. Agreed with Mr. Ronholt's assessment. Councilmember Speirs commented that Pagefreezer not having a cap on the number of records archived is a huge plus. Discussed comparison. Discussed Pagefreezer clients. Spokane Regional Health District utilizes them. They are a very large entity with many regulations to follow regarding public records.
- iii. Council would like Mr. Ronholt to bring forward proposal and Resolution at the next meeting.

B. Elected Official Steering Committee ILA

- i. City Planner, Elisa Rodriguez – Discussed growth management joint planning committees. This is how we have our voice heard at the county level and is vital to our future. ILA has been in place since 1995. Replaced with this version due to change in laws – must ask Tribes if they want to participate. Adopted by Spokane County Board of Commissioners and now given to us to ratify. If Council is agreeable, Ms. Rodriguez will bring forward as a Resolution at the next meeting and Mayor Cooper could sign the ratification at that time.
 1. Councilmember Olson expressed some concerns and opposition stating that it feels like this is an attempt to add more layers of government. Ms. Rodriguez offered clarification that the committee already exists with the named members. This change only offers Tribes the opportunity to participate in the steering committee if desired. Clarified last paragraph – does not prevent Tribes from participating with us in other ways. Mayor Cooper offered more clarification. Another way to make sure we are at the table to represent small cities. Council in agreement for Ms. Rodriguez to bring forth a Resolution at the next meeting.

7. ACTION ITEMS

A. Consent Agenda

- i. Approve **July 1, 2025**, minutes.
 1. Motion to approve made by Councilmember Olson, seconded by Councilmember Speirs, carried 4-0.
- ii. Approve **July 15, 2025**, Payroll Claim Warrants numbered **52690** through **52697** and Payroll Payable Warrants numbered **30244** through **30256** in the amount of **\$192,476.11** and Claim Warrants numbered **52698** through **52755** in the amount of **\$564,406.14**.
 1. Motion to approve made by Councilmember Shaffer, seconded by Councilmember Speirs, carried 4-0.

8. PUBLIC HEARINGS – none

9. RESOLUTIONS – none

10. ORDINANCES – none

11. EXECUTIVE SESSION - none

12. EMERGENCY ORDINANCES - none

13. UPCOMING AGENDA ITEMS - none

14. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS – none

15. CONCLUSION

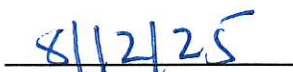
- A. Motion to conclude at 7:20 pm made by Councilmember Speirs, seconded by Councilmember Harbolt, carried 4-0.



Terri Cooper, Mayor



Koss Ronholt, Finance Director/City Clerk



Date